

ARTHOUSE Unlimited – Role description and personal specification

Role: Purchasing, Supplier & Stock Controller

Hours: 30-37.5 hours per week (tbc)

Location: Godalming

Reports to: Operations Exec **Direct Reports** – Distribution & Stock Assistant (located in Newbury)

Key responsibilities

Reporting to and working closely with the Operations Exec the responsibilities of this role are to:

- Constantly monitor stock levels (via Sage 50 Professional) reporting regularly to relevant team members.
- Work with Ops Exec on identifying sales and purchasing patterns so that Stock levels remain constant
- Manage Purchase Ordering of all products and component parts. Record and track all Purchase Orders in an organised manner
- Raise all PO's using Sage 50 Professional, making sure that each PO is delivered on time and the stock booked in against it on delivery
- Build and maintain strong relationships with all Suppliers, be the first point of contact for all conversations (after new product development)
- Develop working processes with Suppliers, ensuring their lead times, delivery costs, quality control and batch numbering processes are jointly understood and married successfully with Purchase Ordering requirements
- Work closely with the Design Team on new product development, feeding in supplier and logistics knowledge to the decisions connected to launching new products
- Manage the packing processes of each product and ensure all components are available when needed
- Set up all new products with BOMs, SKU Codes and Barcodes on Sage 50, sharing with the wider team at appropriate point
- Manage Distribution & Stock Assistant at Distribution Centre, ensuring they perform their duties as per their role description
- Regularly communicate with wider team at Distribution Centre re deliveries
- Regularly communicate with wider AHU team re stock levels well in advance of changes
- Regularly review BOMs and make sure they are kept up to date
- Keep a product Complaint Log, logging all customer complaints that relate to a faulty/low quality product. Follow up with supplier and reach a conclusion.
- Liaise closely with Finance Team ensuring all Supplier Invoices match PO's raised
- Organise and take part in scheduled Stock Takes at Distribution Centre and Online Distribution Centre and Shop
- Prepare for and attend Trade Shows as requested
- Attend regular monthly (or more if necessary) Management Meetings with colleagues and Trustees
- Be prepared to help with tasks in other areas of the Charity during busy periods

Knowledge and qualifications

Understanding and commitment to the ethos of ARTHOUSE Unlimited	Essential
Ability to problem solve	Essential
Experience of Stock, Supplier and Distribution controls	Essential
Experience of working with sales and stock control systems	Essential
Working knowledge of Excel and Word	Essential
Ability to work as part of a team	Essential
Ability to work under pressure	Essential
Naturally organised with superb attention to detail	Essential
Excellent written and verbal communication skills	Essential
Working knowledge of Sage 50 Professional software	Desirable
Experience of working in a Charity	Desirable

Date – March 2022